

## **TRUSTEE'S 341 FILINGS**

This event is for the batch filing of 341(a) Meeting minutes and Reports of No Distribution. For filing these events on a case by case basis, use the appropriate events in the **Trustee Events** category



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**STEP 1** Choose **Bankruptcy** from main menu

**STEP 2** Choose **Trustee's 341 Filing** category

**STEP 3** Enter the date of the 341 meetings; click [NEXT]

**STEP 4** Click on the radio button to enter the appropriate outcome for each case; click [SUBMIT]. The **Notice of Electronic Filing** will then display.

-  If the default, *No Action*, is accepted, the case will remain on the 341 list and no docket entry or Notice of Electronic Filing will be generated.
-  Selecting *Report of No Distribution* will drop the case from the 341 list and will generate a docket entry and Notice of Electronic Filing with the following language.

**Docket Text:**

Chapter 7 Trustee's Report of No Distribution: I, the Trustee of the estate of the above-named debtor(s), report that I have neither received any property nor paid any money on account of this estate except exempt property; that I have made a diligent inquiry into the financial affairs of the debtor(s) and the location of the property belonging to the estate and have examined the debtor(s) under oath pursuant to 11 U.S.C. 341 and 343; and that there is no property available for distribution from the estate over and above that exempted by law. Pursuant to FRBP 5009, I hereby certify that the estate of the above-named debtor(s) has been fully administered. Wherefore, I request that this report be approved, and that I be discharged as trustee. This report is signed and submitted under penalty of perjury. (Trustee's Name)

- ☛ Selecting *Initial Report* will drop the case from the 341 list and will generate a docket entry and Notice of Electronic Filing with the following language:

**Docket Text:**

First Meeting Minutes (Trustee's Name)

If, at a later date, a Report of No Distribution is to be filed, utilize the event **Chapter 7 Trustee's Report of No Distribution** found in the Trustee Events Category.

- ☛ Selecting *Continue To* and entering the new 341 meeting date will drop the case from the list, enter it on the list for the new date and generate a docket entry and Notice of Electronic Filing with the following language:

**Docket Text:**

First Meeting Continued (related document: Meeting of Creditors Chapter 7 No Asset) filed by Training Trustee. 341 (a) meeting to be held on 6/24/03 at 10:00 A.M. Nat Conf Ctr at Ramada (Training Trustee)